

232007/06/07

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** **POLICE LIEUTENANT**

**DEFINITION**

Under general supervision, to perform responsible, supervisory, and technical police work in the direction of a major functional unit, bureau, and/or area of geographic command; to direct other important police investigative and administrative activities; and to do related work as required.

**REPORTS TO:** Police Captain

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from a Police Captain. Exercises general supervision over Police Sergeants, Police Detectives, Police Officers, and non-sworn personnel as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Plan, direct, and supervise the activities of patrol, traffic and dispatch personnel on an assigned shift.
- Receive complaints or reports of emergencies and determine need for police action.
- Review the work of subordinates to insure compliance with departmental policies and procedures.
- Correct, supervise, and participate in the preparation and maintenance of reports and records.
- Provide overall technical and administrative direction to personnel on an assigned staff.
- Assist in administrative responsibilities involving the Department's budgeting, purchasing and personnel functions; conduct special studies of department functions.
- Conduct training programs in the various phases of police activities.
- Coordinate police activities with other City departments and divisions, and with outside agencies.
- Respond to difficult citizen complaints and requests for information.
- Assist in budget preparation and administration.
- Supervise, train, and evaluate assigned staff.
- Serve as Acting Police Captain as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of organization, administration, budget, and personnel management.
- Modern police practices, techniques, and methods.
- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest,

search and seizure, and evidence.

- Departmental rules and regulations.
- Functions and objectives of Federal, State, and other local law enforcement agencies.

**Ability to:**

- Supervise, train, and evaluate assigned staff.
- Obtain information through interview and interrogation.
- Analyze situations quickly and objectively and determine proper course of action.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Recommend improvements in departmental operation and in the rules, regulations, and policies governing the Department.
- Work overtime as required.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of an Associate Degree with major work in police science, business or public administration, or a related field.

Experience: Must currently be a non-probationary sergeant with the Riverside Police Department. Must have a minimum of two years of experience as a police sergeant and have received an overall rating of "MEETS STANDARD" or higher on the two most recent performance evaluation reports.

**MEDICAL CATEGORY:** Group 3

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate valid Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Police Lieutenant

**TO:** Police Captain